



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
William A. Hinton State Laboratory Institute
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COMMISSIONER

TO: Chief of Staff
FROM: Gerry Kurtis
RE: Travel Request
DATE: March 1, 2011

Your approval is requested for () Out of State travel or () In State Overnight travel for the following:

Name/s of Travelers: Michael Lawler

Conference/Meeting : Drug Enforcement Administration Forensic Chemist Seminar

Location of Conference/Meeting: Sterling, VA (Washington D.C.)

Dates of Travel: June 5 – June 11, 2011

Briefly describe the purpose for the conference/meeting:

Mr Lawler will travel to Sterling ,VA to attend a Drug Enforcement Administration Forensic Chemist Seminar in Sterling, VA from June 5th until June 11th.

Provide a brief explanation of why travel is essential, why it is necessary that you travel and the benefit to the Department and Commonwealth:

The purpose of this seminar is learn new laboratory procedures, discuss work related analysis , hands on group sessions and discuss any emerging trends.